International Domestic Placement Group

www.DomesticPlacementGroup.com

Mr. Cooper
Day In The Life
House Manager Schedule

HM works a minimum of 50 hrs each week, generally 8.00am-6.00pm, Monday through Friday, lunch time is scheduled but seldom regular in time or length. HM is required to travel with employer on occasion and entertain (formally and informal) about once each month. She has full responsibility of the home, staff, purchases (other than foods) and vendors. Special projects often include travel and entertainment arrangements, seasonal decorating and cleaning.

Daily Graces: Morning - walk property, review notes from Mr. Cooper, organize day, tour inside of home, straighten zones not scheduled that day, sanitize & tidy Master Bathroom, tidy Mr. Cooper's desks, speak with housekeeper.
Daytime - open/ sort mail, arrange/ distribute flowers.
Evening - data entry (expenses, etc...), tour inside of home - fix details, warm meal if Mr. Cooper is dining in, walk & secure property if Mr. Cooper is traveling.

Times	Mon **IN**	Tues **OUT**	Wed **IN**	Thur **OUT**	Fri **IN**	S/S
8.00- 9.30	DG	DG	DG	DG	DG	
9.30- 12.00	phone calls -vendors -appoint. -quotes...	errands	vendor time	Mtg w/ Mr. C @ his office	staff schedules data entry	
12.00- 1.00	lunch	lunch	lunch	lunch	lunch	
1.00-	vendor afternoon	shopping	flower delivery ---- 3.00-3.30 staff mtg. ---- prep - Thur mtg	errands/ shopping	special projects/ flex-time	
5.00- 6.00	DG	DG	DG	DG	DG	
6.00	finish	finish	finish	finish	finish	
Total	10hrs	10hrs	10hrs	10hrs	10hrs	*50*